

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Caretaker

To Start: July 2018 / ASAP

Application Deadline:

09:30hrs 14th May 2018



Belonging

Education

Determination

Excellence

Service

About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017
Attainment 8	54.9
Progress 8	+0.48
EBACC	43%
EBACC entered	74%
4/C+ English	84%
4/C +Maths	89%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



“A zest for learning permeates the whole school. Teachers’ high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience.” Ofsted 2017

Caretaker at St Bede's

Working under the direction of the Site Manager, our Maintenance Team are responsible for the day to day maintenance and development of the extensive school premises and grounds. The nature of a Caretaker's job, including responsibility for the school premises, precludes setting a specific working week. Within this limitation the normal working week for the duties will be 36 hours worked from Monday morning to Friday night (full year contract). Breaks during the working day will be unpaid. Initially the 'normal' working hours for the vacant post will be 08:00 to 16:15 Monday to Thursday and 08:00 to 16:00 on Fridays.

There will be entitlement to 24 days annual leave per year rising to 28 days per year after 5 years continuous employment. The school site is normally closed between Christmas and New Year, annual leave is therefore compulsory during that period. The remaining entitlement to annual leave may be pre-booked and taken at agreed times.

The existing maintenance team consists of a caretaker, a senior maintenance assistant, two janitors, and two sports hall attendants.

The salary for the post is Surrey Pay Scale 5, £19,245 to £21,796

Salary is paid in 12 equal monthly instalments.



Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Purpose

To serve the mission of St Bede's as an ecumenical Christian school by working to ensure that the school is maintained, developed and supported with the aim of providing an outstanding education.

Contract

The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Salary

Surrey Pay Scale 5, 36 hours per week, 52 weeks per year

Responsible to

- Site Manager

Key Accountabilities & Responsibilities

- 1 Adhere to established processes, standards of service delivery and use of equipment, including but not limited to:**
 - Security
 - Acting as a key holder for security purposes
 - Weekday opening up of school
 - Locking and unlocking of school buildings as required
 - Attending out of hours call outs
 - Systematically monitoring the premises to identify actual and potential problems including safety and security systems, e.g. fire alarms, fire extinguishers, water tests
 - Routine minibus safety checks
- 2 Contribute to operational functions by providing practical support and effective organisation of activities.**
 - Attending to premises matters in a timely, courteous and efficient manner, including:
 - operating building systems e.g. heating, hot water, ventilation and lighting
 - moving and handling tasks including
 - portorage - delivering and collecting parcels, supplies, heavy or bulky items around the school
 - organisation including setting up and clearing away of rooms for lessons, examinations, meetings, events, lettings, etc.
 - Routine and preventative maintenance including but not limited to
 - joinery - maintenance of doors (hinges, hardware etc.)
 - plumbing – taps, drains, traps, grills and vents
 - fixtures and fittings
 - grounds sweeping and cleaning
 - clear and safe vehicle and pedestrian access in adverse weather conditions (gritting and clearing snow)
 - Urgent repairs, maintenance and support tasks
 - Participation in out-of hours supervision of the use of buildings
 - Assisting other members of the premises team

3 Ensure information and records are processed and stored to agreed procedures including:

- Monthly gas, electricity and water meter readings.

4 Duties for all

- Values: To uphold the values and behaviours of the school
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity
- Health, Safety & Welfare
 - To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others
 - To have regard to and comply with safeguarding policy and procedure as appropriate.
- Carry out any other task which might reasonably be required



Person Specification

	Essential	Desirable
Christian	<ul style="list-style-type: none"> • Strong personal commitment to the ethos of St Bede's School • Able to work effectively within an explicitly Christian context. 	<ul style="list-style-type: none"> • Personally committed and practicing Christian, member in good standing of any denomination served by the school • Informed and thoughtful about current Christian issues
Education & Experience	<ul style="list-style-type: none"> • Minimum GCSE Grade C or equivalent in English & Mathematics demonstrating good standards of numeracy and literacy • Proven experience in a similar role with demonstrable general knowledge and practical experience in the following: <ul style="list-style-type: none"> ○ buildings and estate maintenance ○ general building ○ carpentry or joinery ○ plumbing ○ electrical • Ability to learn quickly and retain information • Knowledge of and an ability to implement health and safety policies which promote a positive and safe working environment 	<ul style="list-style-type: none"> • Experience in a directly relevant role • Experience in a school or similar environment • Knowledge of safeguarding
Skills	<ul style="list-style-type: none"> • Effective collaboration and team working, with an ability to build effective relationships with a wide range of people • Confident communicator • Demonstrate initiative, responsibility and confidentiality • Identifying problems and finding solutions • Self-starter 	<ul style="list-style-type: none"> • Confident and comfortable in school environment • Drivers licence (D1)
Personal	<ul style="list-style-type: none"> • Friendly, positive, flexible, adaptable, co-operative, self-motivated and hardworking • Trustworthy • Patience and perseverance • Well organised, methodical and with attention to detail and takes pride in their work • Possess integrity, trustworthiness and discretion • Ability to work to deadlines, be resilient and remain calm under pressure • High standards of personal presentation • Willingness to learn new skills and undertake training • Healthy and able to meet the physical demands of the role 	

How to Apply

If you would like to apply please complete our application form for support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

Mrs C. Whybra
Personnel Officer
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on Monday 14th May 2018

We look forward to hearing from you.

